

Minutes of the Personnel Committee

Tuesday, February 1, 2005

Chair Paulson called the meeting to order at 1:00 p.m.

Present: Supervisors Duane Paulson (Chair), Bob Thelen, Jim Jeskewitz, Bonnie Morris, Genia Bruce, and Jeff Morris. **Absent:** Tom Bullermann.

Also Present: Legislative Policy Advisor Mark Mader, Employment Services Manager Sue Zastrow, Principal Human Resources Analyst Terri Sgarlata-Lutz, and Labor Relations Manager Jim Richter.

Approve Minutes of 1-18-05

MOTION: Jeskewitz moved, second by Bruce to approve the minutes of January 18. Motion carried 6-0.

Schedule Next Meeting Dates

The next Personnel Committee meetings are scheduled for February 15, March 1, and March 15. Paulson advised if there's a meeting on February 15, Vice-Chair Bruce will chair.

Chair's Executive Committee Reports of 1-31

Mader, in Paulson's absence, advised of the following issues discussed at the last Executive Committee meeting.

- Robert Hutton was selected to fill Hank Carlson's seat on the County Board.
- Reviewed Internal Audit's most recent unannounced cash count report. They found a fairly limited amount of discrepancies and those agencies have responded favorably.
- Approved two UW-Extension ordinances to accept grant funds.
- Approved the appointments that were included in the last yellow packet.
- Heard committee reports.
- Public hearings on the Aurora development issue and the County Development Plan will be held on February 15.

Review Correspondence

Paulson highlighted the Executive Committee's list of correspondence dated 1-31-05.

Discuss Modifications to Typing and Keyboarding Skills Requirements for County Classifications

Zastrow distributed copies of "Modification of Typing/Keyboarding Skill Requirement." Richter said there are a number of clerical and support related positions that require 40, 50, or 65 word-per-minute standards. The majority require 40 or 50; only the Incident Report Typist position requires 65.

The County has experienced a growth in the use of personal computers and automation since these standards were first implemented many years ago. Work demands have also changed. A

significant number of positions, which previously required strong typing skills, may no longer need that level of proficiency. A person may be very successful in the overall performance of their duties while only needing to type or keyboard at a rate of 40 words per minute.

There have been occasions when departments have been unable to select otherwise very qualified individuals because they have not been able to meet a 50 word-per-minute test. Additionally, there have been times when employees have been unable to apply for promotions due to rigid keyboarding standards.

It is requested that the Personnel Committee modify the typing and keyboarding standard for the classifications of Clerk Typist II, Clerk Typist II Confidential, Clerk Typist III, Clerk Typist III Confidential, Legal Clerk, Committee Secretary, Departmental Secretary, Departmental Secretary Confidential, Program Assistant, Secretary Supervisor, and Office Services Coordinator to allow for an alternative of 40 or 50 words-per-minute. The standard would be established for each position upon vacancy and at the time of recruitment. The manager would advise Human Resources if the position required a typing or keyboard standard of 40 or 50 words-per-minutes. The required skill level would be included on the vacancy announcements to the public and employees. Providing this flexibility may broaden the clerical pool of applicants. Richter said if approved, the classification specifications will be modified to reflect said changes.

MOTION: B. Morris moved, second by Thelen to approve the proposal outlined above. Motion carried 6-0.

Closed Session

MOTION: Bruce moved, second by J. Morris to go into closed session at 1:25 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues, and to approve the closed session minutes of previous meeting(s). Motion carried 6-0.

MOTION: Bruce moved, second by Jeskewitz to return to open session at 2:04 p.m. Motion carried 6-0.

MOTION: J. Morris moved, second by Jeskewitz to adjourn at 2:04 p.m. Motion carried 6-0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Bonnie J. Morris
Secretary